



King County

BUSINESS & FINANCE OFFICER III

PUBLIC HEALTH – SEATTLE & KING COUNTY

FINANCE & ADMINISTRATIVE SERVICES DIVISION/REVENUE MANAGEMENT SECTION

Annual Salary Range: \$59,041 – \$74,838

Job Announcement: 05CM5436

OPEN: 8/22/05 CLOSE: 8/31/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact DeWayne Pitts at (206)205-5075 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 600, Seattle, WA.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday, 8:00 a.m. – 5:00 p.m.

PRIMARY JOB FUNCTIONS: This position will monitor sub-recipient contracts to assure appropriate internal and external controls and documentation of expenditures and reimbursement requests are being met in order to comply with source funding requirements.

- Serve as the lead for the department's fiscal monitoring of sub-recipient contract initiative. This may include assigning and/or reviewing work of other Public Health staff and providing training to other Public Health staff as needed. Oversee, coordinate, assign and review work of professional staff and subordinate accounting staff in sub-recipient contract monitoring program; provide training as needed
- Perform and lead the audit activities, financial analysis and evaluation for management. Serve as the technical and analytical expert in reviewing sub-recipient contracts to assure compliance with circular A87 and OMB circular 133; ensure expenditures and reimbursement requests meet contract requirements, federal requirements and appropriate internal and external controls. Ensure audit trails and documentation is appropriate and meets standards.
- Develop, coordinate and provide advice to program managers and sub-recipient contractors regarding operational decisions related to fiscal monitoring.
- Develop, modify, implement and perform fiscal monitoring of federal sub-recipient contractors for Public Health department. Write reports; discuss findings with Accounting Services Manager, Chief Financial Officer, contract monitors and program monitors. Work with program monitors and

contractors to develop appropriate corrective action plans to assure department's financial risks are minimized.

- Perform reviews to safeguard assets and provide accountability; design and recommend internal control systems; monitor internal control compliance to determine adherence to current policies and procedures; make recommendations for improvements.
- Develop and implement procedures, work plans and strategic direction of the grants and sub-recipient contract monitoring program.
- Develop, coordinate, advise, implement procedures, and strategies for regulatory compliance.
- Recommend continuance or termination of contractual relationships with community partners. Prepare and recommend strategic policy decisions to department executive management regarding relationships with community partners.

QUALIFICATIONS:

- Demonstrated skills in Generally Accepted Accounting Principles, and Governmental Accounting Standards
- Demonstrated skills in financial analysis, budgeting, auditing and internal control techniques and principles
- Demonstrated skills in ensuring compliance with complex rules and regulations
- Demonstrated competence reviewing, analyzing, and interpreting federal and state policy and providing guidance and recommendations to executive level management.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision-making.
- Demonstrated competence in preparing briefing papers to be used by executive level management
- Demonstrated skills in monitoring expenditures and revenues
- Demonstrated successful experience working effectively with diverse groups and individuals
- Demonstrated competence in the use of spreadsheet, database, and word-processing software including the ability to prepare charts, tables and graphs.
- Ability to communicate effectively orally and in writing, to develop and prepare training materials and reports
- Presentation skills
- Demonstrated experience exercising independent judgment and initiative
- Demonstrated skill in handling a number of projects or tasks simultaneously
- Demonstrated organizational, project management and time management skills

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Certified Public Accountant certification preferred.
- Must have a valid Washington State Driver's License or alternate ability to travel to locations throughout King County and Washington State.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: This position is not represented by a union.